



United States
Department of
Agriculture

Farmers
Home
Administration

Washington
D.C.
20250

FmHA AN No. 2720 (1905)
December 31, 1992

SUBJECT: Implementation of the Application Module of the
Management Record System (MRS)

TO: State Directors, District Directors, and County
Supervisors

ATTN: Farmer Programs Chiefs and Information Resource Managers

PURPOSE/INTENDED OUTCOME:

The purpose of this Administrative Notice (AN) is to implement the application module of MRS to track Farmer Programs loan and loan guarantee applications. The MRS application information uploaded to the mainframe will provide Farmer Programs with the data to measure the States' accomplishments towards meeting their application timeliness goals.

The intended outcome is for all Farmer Programs applications to be tracked closely so that all loan applications receive final action (loan approval or rejection) within the statutory timeframes, and States meet the Farmer Programs application timeliness goals.

COMPARISON WITH PREVIOUS AN:

No previous AN has been issued on this subject.

IMPLEMENTATION RESPONSIBILITIES:

Timely processing of loan applications is critical in order to meet statutory requirements and provide quality service to Farmer Programs applicants and borrowers. Farmer Programs Goal 1B, "Improve Timeliness of Processing Insured Loan Applications" and Farmer Programs Goal 3B, "Improve Timeliness of Processing ALP Guaranteed Loan Applications" address loan application timeliness performance.

The MRS application module provides the capability to automatically create information to track applications throughout the application process. For Farmer Programs applications only, MRS will replace Form FmHA 1905-4, "Application and Processing Card-Individual." FmHA Instruction 1905-A will be changed in the near future to provide for MRS application tracking.

EXPIRATION DATE: December 31, 1993

FILING INSTRUCTIONS:
Preceding FmHA
Instruction 1905-A



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Complaints of discrimination should be sent to:
Secretary of Agriculture, Washington, D.C. 20250

Data entry of application information into MRS must be timely. Requests for subordination are not to be included in MRS. MRS will compile the data to be transmitted on Thursday morning of each week. County Office personnel will transmit their data on Thursday to the State Office. State Office personnel will transmit MRS data from all Counties on Thursday evening to the Kansas City Computer Center. MRS will provide County Offices with a weekly data report. The report will list that week's transmitted data.

Application data transmissions are scheduled to begin the first week of January 1993 with data measured for goal accomplishments from January 1, 1993, through June 30, 1993, for the 1992-1993 Rating Year. Subsequent rating years will include application data from July 1 through June 30.

In order to replace the Application and Processing Card for Farmer Programs, application data from all outstanding Farmer Programs loan applications and applications received from January 1 on must be entered immediately into MRS. Data on applications that were closed out from October 1, 1992, through December 31, 1992, must be entered into MRS to complete the information for Fiscal Year 1993. This data must be entered by October 1, 1993. Goal accomplishment will be measured based upon applications received on or after January 1, 1993.

The Information Systems Management, Applications Management Division (AMD) has provided training on the application module to the Information Resource Managers (IRM). Automation questions on MRS should be directed to the Centralized Help Desk at commercial 1-800-HLP-FMHA.

In order to meet Farmer Programs Goal 1B, application final action must be 60 calendar days or less from receipt of a complete application. For Farmer Programs Goal 3B, application final action for an approved lender must be 14 calendar days or less from the receipt of a complete application. The timeframes will be calculated from the MRS data uploaded to the mainframe. State and County goal accomplishment information will be available on the Executive Information System. Applicant specific information can be obtained from the new FOCUS file called APPL.

This AN may not be revised and reissued by State Directors without prior approval by the Assistant Administrator, Farmer Programs, unless modification is necessary to comply with State law.

State Office personnel with questions regarding this AN should contact Kathleen Miller, Farmer Programs Loan Making Division, at FTS (202) 720-1643.



LA VERNE AUSMAN
Administrator

2720(1905)

Sent by Time Delay Option to States at 9:00am on 1/5/93 ; to Districts
at 9:00am on 1/5/93; and to Counties at 9:00am on 1/5/93 by GSS.